

Calendar

The Web-based diary system that keeps everyone informed

▶ **Password security**

allows individuals to maintain their own diaries and control access

▶ **Event colour coding**

highlights specific event types such as meetings, inspections, bank holidays, etc

▶ **Easy-to-add links**

to further details or Web sites provide additional information at the touch of a button

▶ **Web-based system**

means that diaries are available to all staff with Internet access wherever they are.



▶ **Convenient printouts**

simplify administrative tasks such as the production of forthcoming deadlines and examination timetables

▶ **Instant editing**

means that the data is always current and avoids conflicts

▶ **Personalise diaries**

to make them specific to your requirements

▶ **Multiple display options**

allow you to view events from an individual or master diary in a range of easy-to-read formats

Ease of use

Calendar is an easy-to-use online diary system that provides you with the power to manage events throughout the school. Events ranging from holidays to meetings, and from external deadlines to inspections can all be scheduled automatically to individual and master diaries, giving you the complete picture at all times. Instant editing ensures that users stay up-to-date and avoid conflicts.

Diaries can be tailored to your specific needs; different diaries for separate sites or key staff. Diaries can even inherit events from each other.



Secure information

Password protection allows you to control who views each diary and ensures that events are only edited by authorised users.

Multiple display options

Standard display options allow you to view a diary in a number of clear formats with simple navigation by day, week and month. Search options allow specified events to be selected, and the impressive colour palette highlights events by type.

Introductory offer

Calendar is available for £200+ VAT per year for three diaries and then just £25+ VAT per additional diary per year.

Essential tools

Regular or repeating events can be added automatically, and information can easily be transferred from one diary to another. By adding links to further details or Web sites, your display will remain uncluttered while providing all the information you need at your fingertips.

View a sample calendar online at:
<http://calendar.pearsoninformation.co.uk/>

Name.....
Organisation.....
Address.....
..... Postcode.....
Tel..... Fax.....
Email.....
Order number.....
Signature.....

Calendar

- Please set up three diaries for me and send me my access codes for just £200^{+VAT} per year
- Please call me to discuss